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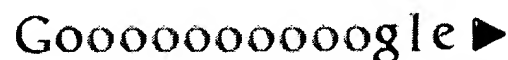
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Procedure 23-50 ORCH (Open Receiver HeaderTable)

University System of **New Hampshire Financial and Administrative Procedures. ORCH**
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Procedure 23-51 ORCL (Open Receiver Account Line Table)

University System of **New Hampshire Financial and Administrative Procedures. ORCL**
(OPEN RECEIVER ACCOUNT LINE TABLE) Procedure 23-051 ...

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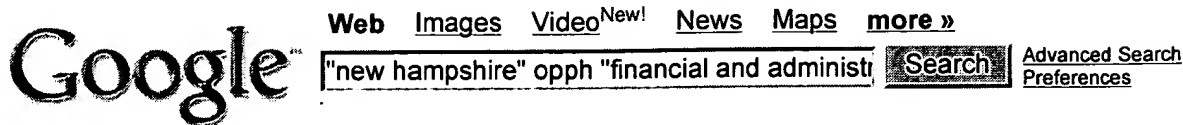
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Procedure 23-48 OPPH (Open Purchase Order Header Table)

University System of **New Hampshire Financial and Administrative Procedures. OPPH**
(OPEN PURCHASE ORDER HEADER TABLE) Procedure 23-048 ...

www.finadmin.unh.edu/pol_proc/chapter_23/pro23_048.html - 10k - [Cached](#) - [Similar pages](#)

Procedure 22-25 Modifying a Purchase Order (POA)

University System of **New Hampshire Financial and Administrative Procedures.**
MODIFYING A PURCHASE ORDER (POA) Blanket, Travel and Purchase Orders. ...

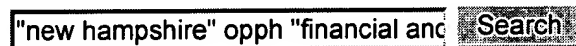
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Procedure 23-49 OPPL(Open Purchase Order Account Line Table)

University System of **New Hampshire Financial and Administrative Procedures**. **OPPL**

(OPEN PURCHASE ORDER ACCOUNT LINE TABLE) Procedure 23-049 ...

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Procedure 23-56 OVIL (Open Vendor Invoice Account Line Table)

University System of **New Hampshire Financial and Administrative Procedures. OVIL**

(OPEN VENDOR INVOICE ACCOUNT LINE TABLE) Procedure 23-056 ...

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Procedure 23-55 OVIH (Open Vendor Invoice Header Table)

University System of **New Hampshire Financial and Administrative Procedures. OVIH (OPEN VENDOR INVOICE HEADER TABLE)**

Procedure 23-055 ...

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University System of New Hampshire Financial and Administrative Procedures

ORCL (OPEN RECEIVER ACCOUNT LINE TABLE)

Procedure 23-051

Issued By: Computing and Information Services

Issued Date: 01/01/94

This table reflects the commodity data entered on the second page of the RC document. It records the receipt of goods (commodities) ordered against commodity lines on the specific PC document. Special conditions, such as damages or over-shipment and partial or final delivery are also captured on the receipt. This table is limited to the RCs that are outstanding or have been closed in the past month. This table and the Open Receiver Header (ORCH) table provide the first portion of the three-way match files; the other two portions are provided by the Open Purchase Order Header (OPPH), the Open Purchase Line (OPPL) table, the Open Vendor Invoice Header (OVIH), and the Open Vendor Invoice Line (OVIL) table. Lines are added to this table when new receiving documents are accepted into the system.

ACTION: S SCREEN: ORCL USERID: DCFS				APL
OPEN RECEIVER LINE TABLE				
KEY IS TRANS CODE, RC NUMBER, LINE NUMBER				
TRANS CODE: 1		RC #: 2		
01- LINE NUMBER: 3	PO LINE #: 4	COMMODITY CODE: 5	ITEM: 6	
QTY DELIVERED: 7		CATALOG #: 8	UNIT: 9	
SPEC COND: 10		P/F: 11	TEXT: 12	
DESCRIPTION: 13				
02- LINE NUMBER:		COMMODITY CODE:	ITEM:	
PO LINE #:		CATALOG #:	UNIT:	
QTY DELIVERED:		P/F:	TEXT:	
SPEC COND:				
DESCRIPTION:				
03- LINE NUMBER:		COMMODITY CODE:	ITEM:	
PO LINE #:		CATALOG #:	UNIT:	
QTY DELIVERED:		P/F:	TEXT:	
SPEC COND:				
DESCRIPTION:				

1 TRANS CODE

Type the TRANSACTION CODE which is "RC".

2 RC #

Type the RECEIVING DOCUMENT NUMBER to be researched.

The following data will be displayed.

3 LINE NUMBER

The LINE NUMBER is the commodity line number entered on the document.

4 PO LINE #

The PURCHASE ORDER LINE NUMBER is the commodity line number from the Purchase Order referenced on the document.

5 COMMODITY CODE

The COMMODITY CODE indicates the type of commodity from the referenced Purchase Order.

2

6 ITEM	Not currently used.
7 QTY DELIVERED	The QUANTITY DELIVERED is the number of goods received commodity line.
8 CATALOG #	The CATALOG NUMBER indicates the vendor's catalog number referenced Purchase Order.
9 UNIT	The UNIT indicates the unit of goods received for this commodity line.
10 SPEC COND	The SPECIAL CONDITION indicating any special condition associated with the receipt of goods for this commodity line. (See the CONTRACT for details.)
11 P/F	The PARTIAL/FINAL code indicates whether the shipment is a final receipt.
12 TEXT	Not currently used.
13 DESCRIPTION	The DESCRIPTION from the referenced Purchase Order document.

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University System of New Hampshire Financial and Administrative Procedures

3

ORCH (OPEN RECEIVER HEADER LINE TABLE)

Procedure 23-050

Issued By: Computing and Information Services

Issued Date: 01/01/94

This table reflects the data entered on the first page of the RC. It records the date goods are received against specific Purchase Order lines as well as the Vendor code, the initials of the person who accepts the order, and the carrier's name and identification number. This table is limited to those RCs that have been closed in the past month. Lines are added to this table when new receiving documents are accepted into the system.

ACTION: 1 SCREEN: ORCH USERID: DCFS		APL
OPEN RECEIVER HEADER TABLE		
KEY IS TRANS CODE, RC NUMBER		
01-	TRANS CODE: 1 RECEIPT DATE: 3 VENDOR CODE: 5 FREIGHT BILL #: 7 CARRIER: 9	RECEIVER NUMBER: 2 REFERENCE PO ID: 4 RECEIVED BY: 6 # OF PKGS: 8
02-	TRANS CODE: RECEIPT DATE: VENDOR CODE: FREIGHT BILL #: CARRIER:	RECEIVER NUMBER: REFERENCE PO ID: RECEIVED BY: # OF PKGS:

1 TRANS CODE

Type the TRANSACTION CODE which is "RC".

2 RECEIVER NUMBER

Type the RECEIVER NUMBER to be researched.

The following data will be displayed.

3 RECEIPT DATE

The RECEIPT DATE is the date the goods were received.

4 REFERENCE PO ID

The REFERENCE PURCHASE ORDER IDENTIFICATION code, transaction code and number of the order referenced on the receipt.

5 VENDOR CODE

The VENDOR CODE is the code for the vendor from which the goods were received.

6 RECEIVED BY

The RECEIVED BY code is the initials of the person who took receipt of the goods.

7 FREIGHT BILL #

The FREIGHT BILL NUMBER is the bill number of the delivery.

8 # of PKG

The NUMBER of PACKAGES code indicates the number of packages delivered.

9 CARRIER

The CARRIER indicates the code and name of the carrier who delivered the goods.

4

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OPPH (OPEN PURCHASE ORDER HEADER TABLE)

Procedure 23-048

Issued By: Computing and Information Services

Issued Date: 01/01/94

This table reflects the data entered in the Header portion of your Purchase Order documents (PC, PD, POA, and POB). It displays data from all outstanding orders or those that have been closed within the past two months. The table is automatically updated when new or modified Purchase Order documents are accepted in the system. This table can also be updated by Vendor Invoices and Payment Vouchers.

ACTION: 6 SCREEN: OPPH USERID: DCF5			APL
OPEN PO HEADER TABLE			
KEY IS TRANS CODE, NUMBER			
01- TRANS CODE: 1	NUMBER: 2	ORDER TYPE: 3	
VENDOR CODE: 4	DATE: 5	BUDGET FY: 6	
NAME: 7		ACCEPT DATE: 8	
CONTACT: 9		PO CATEGORY: 10	
CONFIRMING ORDER: 11	BLANKET #: 12	BUYER: 13	
SHIP TO: 14	FOB POINT: 15	HOLD: 16	
PHONE ROOM/BLOG: 17	DEL DATE: 18	WAREHOUSE: 19	
RESP AREA/ORG: 20		TOLERANCE: 21	
RECEIVER: 22		PRINTED: 23	
ORDERED AMT: 24		PRINT CLASS: 25	
RECEIVED AMT: 26		PRINTER: 27	
INVOICED AMT: 28		OFF RESERVE ACCT: 29	
CLOSED AMT: 30		TEXT: 31	
CLOSED DATE: 33		AC REQ: 32	
MODIFICATION NUM: 35	DATE: 36	COMMENTS: 34	
CURRENCY CODE: 38	RATE: 39	DISCOUNT: 37	
		TAX CODE: 40	

1 TRANS CODE

Type the TRANSACTION CODE which is PC, PD, or PO.

2 PO NUMBER

Type the DOCUMENT NUMBER to be researched.

The following data will be displayed.

3 ORDER TYPE

"Blank" (PC or PD) indicates an outside vendor; "1" (POA) indicates outside vendor; "3" (POB) indicates a vendor from within the University System of New Hampshire.

4 VENDOR CODE

The VENDOR CODE indicates the code entered on the document.

5 DATE

The DATE indicates the date the document was entered.

6 BUDGET FY

The BUDGET FISCAL YEAR is the fiscal year entered on the Purchase Order.

7 NAME

The NAME is the name associated with the Vendor code entered on the document.

8 ACCEPT DATE	The ACCEPT DATE is the date the order was accepted in CUFS
9 CONTACT	The CONTACT is the person to contact in the vendor's office.
10 PO CATEGORY	The PURCHASE ORDER CATEGORY is a code entered on a F document only. (<i>See Appendix C, Order Category Codes.</i>)
11 CONFIRMING ORDER	The CONFIRMING ORDER code shows if the vendor has received notification of this order.
12 BLANKET #	Not currently used.
13 BUYER	The BUYER is the purchasing agent responsible for this order.
14 SHIP TO	The SHIP TO code designates where the goods or services are to be delivered.
15 FOB POINT	The FREE-ON-BOARD code indicates where freight will be paid. Descriptive information is sorted in the Free-on-Board (FOBT) table.
16 HOLD	The HOLD flag, when set to "Y", indicates that the purchase is not printed automatically and will be held until release.
17 PHONE ROOM/BLDG	The PHONE NUMBER of the person receiving the goods and answering questions, as displayed on the PD. The ROOM/BUILDING which goods are to be delivered is displayed on PCs and POAs.
18 DEL DATE	The DELIVERY DATE is the date the goods are to be delivered.
19 WAREHOUSE	Not currently used.
20 RESP AREA/ORGN	The RESPONSIBLE AREA/ORGANIZATION is the Area and Organization that is responsible for the document.
21 TOLERANCE	The TOLERANCE code allows payments to be made within a percentage limit over the Purchase Order amount. The default is Y, allowing up to the tolerance limit.
22 RECEIVER	The RECEIVER is the person receiving the goods and/or service.
23 PRINTED	The PRINTED DATE is the date a hard copy of the Purchase Order was printed.
24 ORDERED AMT	The ORDERED AMOUNT is the total amount of all lines of the order.
25 PRINT CLASS	Not currently used.
26 RECEIVED AMT	The RECEIVED AMOUNT is the dollar amount of all goods received against this document, and is updated by an RC document.
27 PRINTER	Not currently used.
28 INVOICED AMT	The INVOICED AMOUNT is the total of all the Vendor's Invoices received against this document, and is updated by a VI document.
29 OFF RESERVE ACCT	9091
30 CLOSED AMT	The CLOSED AMOUNT is the total amount closed against this document by a Payment Voucher or Intra-institutional Voucher.
	Not currently used.

31	TEXT	
32	RC REQ	Used only at PSC.
33	CLOSED DATE	The CLOSED DATE is the date when all accounting lines were against this document.
34	COMMENTS	Any notations about this order.
35	MODIFICATION NUM	Not currently used.
36	DATE	Not currently used.
37	DISCOUNT	Not currently used.
38	CURRENCY CODE	Not currently used.
39	RATE	Not currently used.
40	TAX CODE	Not currently used.

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OPPL (OPEN PURCHASE ORDER ACCOUNT LINE TABLE)

Procedure 23-049

Issued By: Computing and Information Services

Issued Date: 01/01/94

This table reflects the data entered in the Accounting portion of your Purchase Order document (PC, PD, POA, and POB). All line information is recorded and appears in the table. The table is limited to all Purchase Orders that are outstanding or that have been closed within the past two months. The table is automatically updated when new or modified Purchase Order documents are accepted in the system.

ACTION: S SCREEN: OPPL USERID: DCFS			APL
H- OPEN PO ACCT LINE TABLE			
TRANS CODE: 1		ORDER NO: 2	
01-	LINE NO: 3	REF NUMBER: 5	REF LINE: 6
	REF TRANS CD: 4		
	DESCRIPTION: 7		
	FUND: 8	AREA: 9	ORG/SUB-ORG: 10
	FUNCTION: 11	OBJ/SUB-OBJ: 12	TEXT: 13
	REPT CATG: 14	JOB NO: 15	PO LINE AMT: 16
	MODIFICATION: 17	MOD DATE: 18	CLOSED AMT: 19
			EXPENDED AMT: 20
02-	LINE NO:	REF NUMBER:	REF LINE:
	REF TRANS CD:		
	DESCRIPTION:		
	FUND:	AREA:	ORG/SUB-ORG:
	FUNCTION:	OBJ/SUB-OBJ:	TEXT:
	REPT CATG:	JOB NO:	PO LINE AMT:
	MODIFICATION:	MOD DATE:	CLOSED AMT:
			EXPENDED AMT:

1 TRANS CODE

Type the TRANSACTION CODE which is PC, PD, or PO.

2 ORDER NUMBER

Type the ORDER NUMBER to be researched.

The following data will be displayed.

3 LINE NO

The LINE NUMBER is the accounting line number from the doc

4 REF TRANS CD

The REFERENCE TRANSACTION CODE, if used, is RX.

5 REF NUMBER

The REFERENCE NUMBER, if used, is the requisition number on PCs.

6 REF LINE

The REFERENCE LINE is the accounting line inferred from the (PCs only).

7 DESCRIPTION

A short DESCRIPTION on goods or services ordered on POAs & POBs. It is blank on PCs and PDs.

8 FUND	The FUND code from your departmental budget that indicates th be charged.
9 AREA	The AREA code from your departmental budget that indicates th be charged.
10 ORG/SUB-ORG	The ORGANIZATION/SUB-ORGANIZATION code from your departmental budget that indicates the Organization and Sub-org if applicable, to be charged.
11 FUNCTION	The FUNCTION code defaults from the Organization (ORGN) t
12 OBJ/SUB-ORG	The OBJECT/SUB-OBJECT code from your departmental budg indicates the Object and Sub-object, if applicable to be charged.
13 TEXT	Not currently used.
14 REPT CATG	Not currently used.
15 JOB NO	Not currently used.
16 PO LINE AMT	The PURCHASE ORDER LINE AMOUNT is the total accounti amount of this document.
17 MODIFICATION	Not currently used.
18 MOD DATE	Not currently used.
19 CLOSED AMT	The CLOSED AMOUNT is the accounting line amount which re referenced transaction accounting line.
20 EXPENDED AMT	The EXPENDED AMOUNT is the total amount paid to date on accounting line.

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University System of New Hampshire Financial and Administrative Procedures

OVIH (OPEN VENDOR INVOICE HEADER TABLE)

Procedure 23-055

Issued By: Computing and Information Services

Issued Date: 01/01/94

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This table reflects invoice Header line information and captures freight, tax and discount amounts associated with the invoice from the vendor. Invoices may reference more than one order.

ACTION: S SCREEN: OVIH USERID: DCFS				APL
OPEN VENDOR INVOICE HEADER TABLE				
KEY IS VENDOR CODE, TRANS CODE, VI NUMBER				
01-				
VENDOR CODE:	1	VI NUMBER:	3	VI DATE:
TRANS CODE:	2			VI TYPE:
NAME:	5			FREIGHT AMT:
TOTAL INVOICE AMT:	7			TAX AMT:
TOTAL LINE AMT:	9			DISCOUNT AMT:
VOUCHERED AMT:	11	CLOSED DATE:	14	PU/NW NUMBER:
CURRENCY CODE:	13			
02-				
VENDOR CODE:		VI NUMBER:		VI DATE:
TRANS CODE:				VI TYPE:
NAME:				FREIGHT AMT:
TOTAL INVOICE AMT:				TAX AMT:
TOTAL LINE AMT:				DISCOUNT AMT:
VOUCHERED AMT:		CLOSED DATE:		PU/NW NUMBER:
CURRENCY CODE:				

1 VENDOR CODE

Type the VENDOR CODE to be researched.

2 TRANS CODE

Type the TRANSACTION CODE which is "VI".

3 VI NUMBER

Type the VI NUMBER which is the document number to be researched.

The following data will be displayed.

4 VI DATE

The VI DATE which is the date on the Vendor Invoice was entered.

5 NAME

The NAME is the Vendor's name from the input document.

6 VI TYPE

The VI TYPE describes document referencing: a "1" indicates the Vendor Invoice references prior documents; "2" indicates no prior documents referenced.

7 TOTAL INVOICE AMT

The TOTAL INVOICE AMOUNT is the total amount of all line items and special charges.

8 FREIGHT AMT

The FREIGHT AMOUNT is the total amount charged for freight.

9 TOTAL LINE AMT	The TOTAL LINE AMOUNT is the total of all commodity lines
10 TAX AMT	The TAX AMOUNT is total amount of taxes, if any.
11 VOUCHERED AMT	The VOUCHERED AMOUNT is the amount that has been vouc against the referenced purchasing (PC, PO) document.
12 DISCOUNT AMT	The DISCOUNT AMOUNT is the amount of any discount assoc this document.
13 CURRENCY CODE	Not currently used.
14 CLOSED DATE	The CLOSED DATE is the date when the invoice was totally pa vouchered.
15 PV/MW NUMBER	The PAYMENT VOUCHER or MANUAL WARRANT NUMB number of the PV or MW that paid the invoice.

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University System of New Hampshire Financial and Administrative Procedures

OVIL (OPEN VENDOR INVOICE ACCOUNT LINE TABLE)

Procedure 23-056

Issued By: Computing and Information Services

Issued Date: 01/01/94

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This table maintains detailed information about individual vendor invoice lines, including Commodity code, Unit, Catalog, and Invoiced Cost. This table and the Open Vendor Invoice Header (OVIH) table provide one segment of the three-way match files. The other two segments are provided by the Open Purchase Header (OPPH) and Accounting Line (OPPL) tables, and the Open Receiver Header (ORCH) and Line (ORCL) tables.

ACTION: 5 SCREEN: OVIL USERID: DCF5			APL
OPEN VENDOR INVOICE LINE TABLE			
KEY IS VENDOR CODE, TRANS CODE, VENDORS INV NO, LINE NO			
VENDOR CODE: 1		TRANS-CODE: 2	VI NUMBER: 3
01- LINE NUMBER: 4			
REF PO TC: 5	NUMBER: 6	LINE #: 7	
COMMODITY CODE: 8	ITEM: 9	CATALOG #: 10	
QTY INVOICED: 11	UNIT COST: 12	TOTAL: 13	
UNIT: 14	P/F: 15	SPEC COND: 16	
DESCRIPTION: 17		TEXT: 18	
WAREHOUSE: 19			
02- LINE NUMBER:			
REF PO TC:	NUMBER:	LINE #:	
COMMODITY CODE:	ITEM:	CATALOG #:	
QTY INVOICED:	UNIT COST:	TOTAL:	
UNIT:	P/F:	SPEC COND:	
DESCRIPTION:		TEXT:	
WAREHOUSE:			

1 VENDOR CODE

Type the VENDOR CODE to be researched.

2 TRANS CODE

Type the TRANSACTION CODE which is "VI".

3 VI NUMBER

Type the VI NUMBER which is the document number to be researched.

The following data will be displayed.

4 LINE NUMBER

The LINE NUMBER is the line number associated with this vendor invoice.

5 REF PO TC

The REFERENCED PURCHASE ORDER TRANSACTION is Purchase Order transaction code (PC, POA, etc.).

6 NUMBER

The NUMBER is the Purchase Order number referenced on this invoice.

7 LINE #

The LINE NUMBER is the Purchase Order commodity line number referenced on this invoice.

8 COMMODITY CODE	The COMMODITY CODE is the code, from the referenced order goods being invoiced.
9 ITEM	Not currently used.
10 CATALOG #	The CATALOG NUMBER is the vendor's catalog number, from referenced order, of the goods being invoiced.
11 QTY INVOICED	The QUANTITY INVOICED is the quantity of goods being invoiced.
12 UNIT COST	The UNIT COST is the cost of a single item.
13 TOTAL	The TOTAL is the total of the commodity line (quantity times unit cost).
14 UNIT	The UNIT OF MEASURE is the unit of measure of goods being invoiced (ea, pk, th, etc.).
15 P/F	The PARTIAL/FINAL code indicator showing whether the invoice is for partial or final billing.
16 SPEC COND	The SPECIAL CONDITION indicates whether the invoice line has a discrepancy.
17 DESCRIPTION	The DESCRIPTION from the referenced Purchase Order.
18 TEXT	Not currently used.
19 WAREHOUSE	Not currently used.

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